



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE
UNIT 35601
FPO AP 96606-5601
AND
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

III MEF/MCIPAC-MCBBO 7220.1A
III MEF/DISB
JUL 21 2016

III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP
BUTLER ORDER 7220.1A

From: Commanding General, III Marine Expeditionary Force
Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
To: Distribution List

Subj: TEMPORARY LODGING ALLOWANCE AND FAMILY HOUSING POLICY FOR MARINE
COMMANDS ASSIGNED TO III MARINE EXPEDITIONARY FORCE AND MARINE CORPS
INSTALLATIONS PACIFIC-MCB CAMP BUTLER

Ref: (a) Joint Travel Regulations (JTR)
(b) MCO 1300.8
(c) HQMC-P&R (RFF) 7220.31R - MARINE CORPS TOTAL FORCE SYSTEM
AUTOMATED PAY SYSTEM MANUAL (MCTFS APSM)
(d) MCO 1050.3J
(e) III MEF/MCIPACO 1754.1
(f) USFJ Instruction 65-101, "Temporary Lodging Allowance," 1 October
2003
(g) MCIPAC-MCBB Policy Letter 10-15
(h) DoDI 1315.18, "Procedures for Military Personnel Assignments,"
28 October 2015

Encl: (1) TLA for Marine Commands assigned to III MEF and MCIPAC-MCBB
Policy and Standardized Procedures

1. Situation. To prescribe policy and standardized procedures for the uniform administration of Temporary Lodging Allowance (TLA) and family housing in accordance with the provisions of references (a) through (h). This Order will be reviewed annually to ensure compliance with the references and consistent management among all commands. This Order should be reviewed in its entirety to ensure its provisions are completely understood and incorporated at all levels of TLA administration.

2. Cancellation. III MEF/MCIPACO 7220.1.

3. Mission. To establish a ready reference for the economical administration of TLA and the family housing program and establish policy and procedures to ensure the equitable treatment of all eligible Marine Forces personnel. This Order is applicable to TLA only and should not be confused with Temporary Lodging Expense (TLE) which is a Continental United States (CONUS) based allowance.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To use this Order as a supplement to the references in determining a member's eligibility and entitlement to TLA.

(2) Concept of Operations. Chapters and appendices in the enclosure are to be used as appropriate in the administration and payment of TLA. Commanding officers, disbursing officers, and administrators shall establish procedures that are consistent with references (a) through (h) and the guidance contained in this Order.

b. Subordinate Element Mission. Commanding officers will ensure personnel requesting TLA authorized in this Order have been properly briefed on entitlements, regulations, and procedures.

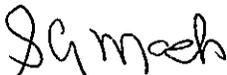
c. Coordinating Instructions. Commands shall implement the requirements of this instruction in accordance with the procedures established by the respective commanding officers.

5. Administration and Logistics. An electronic version of the document is located online at: https://intranet.mcipac.usmc.mil/G1_Administration/Adjutant/.

6. Command and Signal

a. Command. This Order is applicable to all Marines assigned to III Marine Expeditionary Force (MEF), Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) commands, and other tenants and activities operating on MCIPAC-MCBB facilities and areas on Okinawa and mainland Japan.

b. Signal. This Order is effective the date signed.



S. A. MACKKEY
Chief of Staff



D. L. ODOM
Chief of Staff

DISTRIBUTION: III MEF Lists I, II
MCIPAC-MCBB List B

TLA AND FAMILY HOUSING POLICY FOR
MARINE COMMANDS ASSIGNED TO III MEF AND MCIPAC-MCBB

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Chapter 1

General

1. Background

a. TLA is provided to partially reimburse Service Members for more than normal expenses stemming from the use of temporary lodging in conjunction with a Permanent Change of Station (PCS) move to/from an Outside Continental United States (OCONUS) location, including Alaska and Hawaii. TLA may also be authorized when temporarily vacating quarters due to government needs or other special circumstances. TLA is an earned allowance payable only when the member meets the criteria established by this Order and the references. Certain expense categories are not reimbursable with TLA, to include but not limited to the following:

- (1) Transportation between TLA accommodations and place of duty.
- (2) Claims for reimbursement for TLA accommodations rented as a part of a "package deal" which includes automobile rental or other items, must include itemized receipts which separate the costs for all parts of the "package."
- (3) Babysitting.
- (4) Entertainment, including but not limited to, television, movie rentals, internet, theater, tour or sports tickets, etc.
- (5) Alcoholic beverages and/or bar bills.
- (6) Dry cleaning.
- (7) Boarding and/or care of pets; see reference (a).

b. The intent of TLA is not to obtain additional money unrelated to the primary goal of occupying permanent quarters, such as buying a car, paying off debts, etc. Reasons such as these constitute fraud and such claims will be returned to the Commanding Officer (CO) for clarification and resubmission, or investigation.

c. TLA falls within three categories: Arrival, departure, and special circumstances. All command levels will make continuous efforts to minimize TLA costs through effective guidance and management attention. All reasonable methods should be used to preclude the need for TLA; shorten the authorization period, reduce the amount payable, and maximize government quarters. Personal convenience is never a determining factor in the approval of TLA.

d. COs are encouraged to grant permissive Temporary Additional Duty (TAD) for the purpose of house hunting in accordance with reference (d). TLA is payable while a member is in a permissive TAD status for the purposes of house hunting.

e. The Defense Travel Management Office (DTMO) website at <http://www.defensetravel.dod.mil> contains the most current per diem rates payable. All approved TLA claims will be paid by Electronic Funds Transfer to the member's direct deposit account.

2. When Payable. Generally, TLA is authorized under the following conditions:

a. Upon reporting to the Permanent Duty Station (PDS) while awaiting assignment of government family quarters or while locating local economy housing. Marines may be paid TLA while in a leave status only if they have reported in and received a reporting endorsement prior to initiating leave. Leave cannot be away from the PDS.

b. When a member reports for duty at the overseas PDS prior to the arrival of "command sponsored" dependents, TLA may be authorized if single type government quarters are not available for occupancy and a Certificate of Non-Availability (CNA) is obtained from the billeting office. The member must utilize bachelor housing within the local commuting area prior to occupying temporary lodging.

c. Whether paid TLA or not, the member has a responsibility to search for permanent government quarters or local economy housing for his/her family upon the member's arrival at the PDS.

d. When two Service Members are married to each other (prior to arrival), both on unaccompanied tours, request to move off-base for the purpose of establishing a joint household. This applies to both arrival and departure TLA.

e. Member married to member with no dependents. Regardless of which member arrives first, that member must occupy bachelor type quarters, if available. The first member must aggressively search for housing while waiting for the second member to arrive. Once the second active duty member arrives at the PDS, both may occupy government lodging facilities if housing is not available. In order for the members to occupy temporary lodging facilities, they must submit supporting documentation (i.e., reporting endorsement, DD Form 1351-2, flight itinerary) verifying the date the second member arrived at the PDS.

f. When single type government quarters are unavailable, within commuting distance, as documented by a CNA from billeting (applicable to arrival and departure). All efforts should be made by the command and sponsor to obtain government quarters for the member upon arrival. Members arriving after normal work hours, when the billeting office is closed, do not qualify for "quarters not available." All efforts must be made by single and unaccompanied members living on the local economy to reside in billeting prior to departure when clearing quarters. If billeting is not available, a CNA is required prior to moving into a Temporary Lodging Facility (TLF).

g. In cases involving a delayed issuance of an area clearance to family members beyond the member's control, members are required to take aggressive action in obtaining an area clearance for dependents. Once an approved area

clearance has been received, the member must take the following actions for eligibility of TLA upon dependent(s) arrival:

(1) Immediately arrange a flight for the approved family members.

(2) Once flight arrangements have been made, the member is required to schedule an immediate appointment with the respective housing office for appropriate assignment to housing prior to the family members' arrival.

3. When Not Payable. TLA is not payable under the following:

a. When adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate government quarters or local economy housing would have been occupied. The respective housing office is required to notify the III MEF Disbursing Officer via the respective Installation Personnel Administration Center (IPAC), G-1 of the date quarters were declined and the date the quarters would have been occupied.

b. For changes of assignment where funded transportation is not authorized, e.g., Permanent Change of Assignment.

c. When a member is on an unaccompanied tour and chooses to bring family members to the PDS at their own expense.

d. When a member is directed or required to vacate government family quarters or local economy quarters due to misconduct, damages, or other incidents caused by the member or the member's dependents.

e. When two active duty Service Members marry while stationed at the PDS and relocate from the Bachelor Enlisted Quarters (BEQ)/Bachelor Officers Quarters (BOQ) to quarters on the local economy.

f. When the member or member's family members fail to notify the housing office, (within two working days) of locating available housing.

g. When the member fails to conduct a housing search in accordance with this Order.

h. When commuting distance is used as the reason for refusing otherwise acceptable housing.

i. When the member establishes a move-in date later than the date the residence was available for occupancy. Claims will only be paid through the day prior to the day the residence could have been occupied unless it is documented that circumstances beyond the member's control caused the delay.

j. When single-type government quarters are available and a bona fide single member of eligible rank exercises his option to reside on the local economy.

k. When single-type government quarters are available and a member, whose command sponsored dependents have not yet arrived or have departed before the member, fails to obtain a CNA from the BOQ/BEQ. Members arriving

ahead of command sponsored family members or departing after command sponsored family members must report to the BOQ/BEQ for lodging. If a room is not available, the member must obtain a CNA from the BOQ/BEQ before checking into a TLF.

1. When a member arrives ahead of family members and fails to begin an aggressive housing search prior to the date the member's family arrive at the PDS.

m. When a member fails to register with the housing office within two working days of arrival. TLA is not authorized for days prior to registering with housing office if the member fails to report and register in a timely manner.

4. When Payable at a Reduced Rate. The TLA amount payable is limited under the following:

a. When a member refuses government temporary lodging. Members who elect to reside in off-base lodging facilities without an approved CNA will only be reimbursed up to the applicable government TLF amount.

b. When a member is refused otherwise available government quarters at a TLF because of pets. Lodging portion of TLA is limited to the amount charged by the government TLF when a member refuses or is refused government TLF because of pets.

c. When the refused quarters have kitchen facilities. If the refused temporary quarters have kitchen facilities, the member will only be entitled to the reduced meals portion of TLA in addition to the government lodging rate.

d. Service Members in a TLA status who stay with friends or relatives cannot be reimbursed for lodging expenses. Similarly, Service Members incurring no lodging costs cannot claim any lodging expenses, regardless of the source of the lodging; Service Members may be reimbursed for the meals and incidental (M&IE) portion of per diem for the eligible TLA period.

5. Housing Preferences

a. Members may not refuse housing while in a TLA status based off preference type (i.e., single family home, town house/duplex, tower, etc.). A Service Member may be offered any type of housing that meets their prescribed family requirements as deemed by the housing office. The housing office has the authority to deem a house unsuitable, or otherwise inadequate, for residence. See appendix D, "Unacceptable Reasons for Refusing Housing" for more details.

b. Personal inconvenience due to ownership of pets, at any location, are not a valid reason to refuse government or local economy housing. Failure to accept housing because of pets will result in the termination of TLA the day prior to the day housing would be occupied.

6. Special Circumstances

a. Early Return of Dependents (ERD)/Advance Return of Dependents (ARD). Members who choose to return their command sponsored dependents early or at their own expense, prior to the member's PCS, will not be authorized TLA. Command sponsored dependents are authorized TLA, not to exceed the last 10 days, before the last family member departs and must not begin earlier than the issue date of the PCS authorization/order, or official alert notice. Once command sponsored dependents depart, members will be required to obtain a room in single type government quarters. If single type government quarters are not available or the BOQ/BEQ manager will not issue a room due to the amount of time remaining at the PDS, a CNA must be obtained prior to moving into a TLF (not to exceed 10 days). ERDs are reviewed on a case by case basis.

b. Housing requires member to temporarily vacate permanent government quarters. TLA may be payable when the member is required by the government to temporarily vacate permanent government quarters for reasons beyond the member's control; typically to allow for repairs/renovations of the dwelling. The housing office will provide documentation to support the required use of a TLF in lieu of permanent quarters.

7. Advance TLA. Advance payment of TLA can be made any time during the TLA period for which it is requested and will be liquidated by the next settlement claim submitted by the Service Member.

a. Advance TLA requests may be authorized for one to 10 days, as determined by the CO, and must contain the information detailed in reference (c). In the absence of the required information, computations will be based on the government lodging rate with meals being computed as if kitchen facilities are available for the member's use.

b. Claims for advance TLA will be submitted in the same manner that TLA claims are submitted. The TLA request form will be used in accordance with appendix A. This form will be completed as normal with the addition of the following statement annotated across the top of the form "ADVANCE TLA REQUEST." The remarks section on the back of the form should be utilized to provide information required by this Order.

c. The following statement of understanding will be provided with all Advance TLA requests:

"I understand that I am required to reimburse the government for all advance TLA if I do not provide a receipt within 10 working days from the 10th day of my TLA period. Additionally, I understand that if I am over paid advance on my TLA, the overpayment will be deducted from my pay in a lump-sum amount."

d. The completed TLA claim will be submitted for settlement per chapter 1, paragraph 9. All documentation required by this Order will be provided at the time of settlement for outstanding advance TLA payments.

e. All unearned days of advance TLA will be deducted from the member's pay in a lump-sum amount.

f. COs should ensure Service Members requesting an advance are counseled regarding the circumstances when TLA is not payable. This will help avoid the recouping of TLA advances.

8. Extensions of TLA

a. TLA entitlement beyond the established maximum number of days can be requested in writing via the chain of command. TLA extensions will be evaluated on a case-by-case basis. Facts and supporting documentation must substantiate extensions are for reasons beyond the member's control and cannot be for personal convenience. All extension requests must be submitted prior to exceeding the TLA maximum period. The maximum period can be determined by referencing area specific maximum TLA entitlements in this Order. Approval of an extension request is not guaranteed; therefore, Service Members must submit timely requests which will enable them to make prudent plans to minimize the financial impact if their request is disapproved.

b. Commands must ensure all requests for extensions beyond maximum time period are reviewed and appropriately endorsed by the command and by the housing office where applicable. Care should be exercised to fully document the circumstances requiring the extension of TLA, the member's TLA expenses, and efforts to locate permanent quarters. A sample extension request may be submitted per appendix E.

c. It is acceptable to submit supporting documentation from the IPAC, Commercial Travel Office (CTO), or housing office in lieu of a command endorsement as follows:

(1) TLA period upon arrival/departure will exceed the maximum authorized due to housing office inspection conflict in conjunction with a housing office weekday closure (e.g., federal holiday, local national holiday) or delayed housing office inspection caused by significant weather event (including the event aftermath).

(2) TLA, upon departure, will exceed the maximum authorized period due to an IPAC administrative flight date scheduling error, CTO booked flight delay, or a cancelled flight caused by natural or man-made disaster (including the disaster aftermath).

d. The additional TLA entitlement granted in paragraph 8.c is limited to the minimum number of days required to prevent undue financial hardship to the member. The extension cannot be granted for personal convenience. Members will be required to provide a written statement with clarifying information (period requested, cause for conflict, and signature) in addition to official documentation by the appropriate agency. The extension is limited in scope to the cases listed above.

e. If, due to extraordinary circumstances, a Service Member is unable to register with the housing office within two working days of arrival, the member may request an extension of arrival TLA entitlement up to five working days prior to registration with the housing office. Extensions will be requested in writing via the chain of command and will document extraordinary circumstances which prevented the member from adhering to the two day policy.

Care should be exercised to fully document the circumstances requiring the extension of TLA and efforts made to visit the housing office. A sample extension request may be submitted per appendix E.

f. Extensions are not authorized when:

(1) Member accepts local economy housing that does not have a current housing inspection.

(2) Awaiting the completion of local economy housing to be constructed.

(3) Previous TLA claims have not been submitted in a timely manner.

(4) Housing searches have been focused on housing which does not meet the member's size requirement. For example, looking for a unit with more bedrooms than authorized by regulations.

(5) Failure to make arrangements for delivery or pickup of household goods (HHG)/loaner furniture to meet assignment date or when the member has requested a delayed delivery or pickup of HHG/loaner furniture for personal convenience.

(6) Any other failure on the member's part to comply with the provisions of this Order.

9. Submission of Claims. All TLA claims will be submitted to the approving authority as specified in paragraph 11 of this Order. Appendices A, B, C, E, and F when required, are the only forms to be used when submitting TLA requests. These forms should be reproduced locally. Claims for departure TLA can be submitted prior to the end of the TLA period provided sufficient documentation is attached, to include receipts showing payment for all days of which TLA is requested. Each claim will include:

a. TLA Request Form, appendix A.

b. Travel Claim (DD Form 1351-2 along with reporting endorsement).

c. Area Clearance.

d. Individual Overseas Housing Allowance (OHA) Report (DD Form 2367), if applicable.

e. TLA Data Sheet, appendix B.

f. Copy of lodging receipts. If the member does not have sufficient funds to pay for lodging, the member may request advance TLA while still in the TLF; see paragraph 7 of this Chapter.

g. Application and Authorization to Start, Stop, or Change BAQ/Dependency Redetermination (AF Form 594) or Family Housing Voucher (NAVMC Form 11051).

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- h. Copy of the lease for local economy housing, if applicable. Termination of lease for departure TLA.
- i. CNA from government operated TLFs or documentation from Service Member justifying the failure to obtain a CNA, if applicable.
- j. Justification for extension requests, if applicable.
- k. Copy of signed Memorandum For The Record - Acknowledgement of TLA Entitlement Conditions per appendix C.
- l. Headquarters Marine Corps approval for advance family member travel, if applicable.

10. Appeals of Denied Claims

- a. Appeals for denied claims will be directed to the Commanding General (CG), MCIPAC-MCBB through his or her designee for approval or rejection.
- b. All appeals must have the original documentation by which the denied payment was based.
- c. The member will prepare the appeal request letter on command letterhead addressed to CG MCIPAC-MCBB (G-1) via their chain of command and the disbursing office. Do not route via CG III MEF. The appeal letter must address the specific issue or circumstance on which the request is being made, a sample appeal request may be submitted per appendix F.

11. Approval Authority/Responsibilities

a. III MEF Disbursing Officer

(1) Function as the TLA Approval Authority for Okinawa, Iwakuni, and Fuji. The III MEF Disbursing Officer and his/her designated personnel are delegated "by direction" authority from the CG MCIPAC-MCBB to approve or disapprove TLA claims exceeding the maximum days of entitlement after arrival and before departure and TLA extensions for up to five working days prior to registration with the housing office.

(2) Review all TLA claims and requests for extensions for validity. Return any incorrect claims for remedial action by the member.

(3) Review and endorse all Appeal Requests per appendix F prior to decision by TLA authority.

(4) Coordinate with the housing offices, Personal Services Center, IPACs, program coordinators, and commanding officers to develop awareness of the references and instructions provided by this Order.

(5) Provide training to the TLA program representatives and other administrative personnel upon request.

(6) Identify suspect claims and cite reasons that made the claims suspect and return to the appropriate commanding officer for investigation.

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The TLA approving authority will inform the unit that a suspect claim has been identified and is being returned. For any suspected fraudulent claims, the unit commanding officer will initiate an investigation.

(7) Administer the program as set forth in the references and this Order.

b. Local Housing Office

(1) Notify Service Members, upon registration with housing office, of the local housing situation and the existence/requirements of TLA entitlements.

(2) Brief Service Members on TLA and ensure members in a TLA status are meeting requirements of TLA entitlement.

(3) Act as liaison with local housing agencies to coordinate searches for permanent off-base quarters. The housing office will identify available on-base quarters or if there are none available, assist the member with locating acceptable housing on the local economy.

(4) Maintain the recommended TLF list. The TLF list should include up-to-date contact information on local economy temporary lodging. Due to limited availability of government TLF, the list is critical for enabling Service Members the ability to locate temporary lodging.

(5) Ensure incoming families are provided reliable, realistic, and current information concerning local economy permanent housing location, availability, description, and cost.

c. CO Responsibilities

(1) Assist the CG MCIPAC-MCBB in complying with Department of Defense (DoD) policy and higher regulation to economically administer the program, make every effort to preclude the need for TLA, shorten the TLA authorization period, and reduce the TLA payable amount, consistent with the needs of the Service Member, their family, and the Marine Corps.

(2) Appoint TLA program coordinators, normally at the IPAC or local housing office. Program coordinators should ensure personnel in a TLA status are thoroughly briefed as to their responsibilities and requirements and are meeting those requirements. Serve as the unit's liaison with the approving authority to coordinate TLA issues.

(3) Require sponsors to attend sponsorship training. Assign an official sponsor and alternate sponsor to all incoming personnel within 90 days of their expected date of arrival or upon arrival at the Joint Reception Center. A majority of TLA issues occur because the sponsors fail at their responsibilities to find adequate TLF in a timely manner or get the member to housing within two working days.

(4) Upon arrival, provide all arriving Service Members with a copy of appendix C, Memorandum For The Record - Acknowledgement of TLA Entitlement Conditions.

(5) Require Service Members reporting aboard to report to and register with the housing office and attend TLA briefings within two working days of arrival.

(6) Allow Service Members ample time away from work to aggressively seek permanent housing. Members shall not be considered completely available for duty until permanent housing has been secured, therefore, requests for TLA extension due to mission requirements will be highly scrutinized. During the TLA period, members should not be routinely assigned to rifle/pistol ranges and should only be assigned TAD, etc., when absolutely necessary for critical mission requirements and no other individual is available to perform the task/duty. If it becomes necessary to send a member TAD while in a TLA status, the TAD period must be annotated in the TLA claim when submitted for payment.

(7) Require Service Members departing on PCS orders to coordinate their move and TLA assignment with the IPAC, TLA coordinator, DMO, and the housing office prior to moving out of quarters and into a TLF. Unit coordinators must advise departing personnel of any and all restrictions regarding departure TLA.

(8) Advise Service Member of the limited number of authorized days of TLA.

(9) Inform the Service Member that delays of varying lengths in assignment to government quarters are normal and should be anticipated. It is not intended that members draw TLA for extended periods solely because of a desire to be assigned government quarters or because of an anticipated assignment to quarters, unless the quarters have been assigned in writing.

(10) Require Service Members in a TLA status to actively search for quarters in accordance with this Order and occupy those quarters at the earliest opportunity. Delays in occupancy of available quarters or refusal to accept available adequate housing will result in termination of TLA as of the date housing would have been occupied.

(11) Ensure TLA claims and endorsements are accurate, fully documented, and submitted in a timely manner to expedite the approval and payment process. Claims which document the member's failure to adhere to this policy should be endorsed appropriately.

(12) Ensure all settled TLA claims and endorsements are immediately returned to the member for review and/or corrective action.

(13) Ensure all Service Members entering a TLA status fully understand that the TLA claim is a formal claim against the government and must be accurate. Penalties for the submission of false claims are the same for TLA as any other claim against the government. Indication of fraudulent attempts to extend the TLA period will result in the immediate termination of entitlement and referral to the member's commanding officer for investigation.

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(14) Investigate all returned TLA claims that the approval authority suspects to be fraudulent. Denied claims may be resubmitted with additional information justifying any extenuating circumstances that were not addressed in the initial claim.

(15) Additional area specific guidelines will be included in the following chapters (Okinawa, Iwakuni, Fuji) under "Commanding Officer Responsibilities".

d. Command Sponsor Responsibilities

(1) Attend mandatory sponsorship training conducted by the Marine Corps Community Services Personal Services Center Relocation Assistance Program.

(2) Assist the Service Member in obtaining the appropriate temporary lodging per this Order.

(3) Advise the Service Member on appropriate items for inclusion in unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware).

(4) Comply with this Order and reference (e) in the performance of sponsorship duties.

e. Service Member Responsibilities

(1) Report to and register with the housing office within two working days of arrival. Failure to do so may result in the member and their family members not being entitled to TLA for the days prior to registering with the housing office.

(2) For unaccompanied members or members arriving ahead of family members, all billeting (BEQ/BOQ) within the commuting distance must be utilized to determine availability. If billeting is not available within the first 10 days as documented by a CNA, members must request to reside off-base within the following five working days after the initial 10-day TLA period in order to remain eligible for TLA.

(3) Obtain a CNA from either the BOQ/BEQ or TLF upon arrival and prior to the start of the TLA period. If the Service Member is unable to obtain a CNA for reasons beyond their control, it is their responsibility to properly document all circumstances regarding their inability to obtain a CNA. The III MEF Disbursing Officer will make the determination regarding TLA eligibility on a case-by-case basis.

(4) Make every effort to preclude the need for TLA, shorten the TLA period, and minimize the TLA payable amount. Examples include selecting hotels with cooking facilities and those with less expensive rates.

(5) If on-base quarters are not available, seek housing on the local economy by obtaining a housing availability list from the housing office and by physically visiting local housing agencies and/or available housing.

(6) Conduct an aggressive housing search by viewing at least three housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. All housing searches must be annotated on the TLA Data Sheet per appendix B. Every effort should be made to find suitable housing on a daily basis. Once housing has been assigned in writing, the member does not need to continue additional searches.

(7) Conduct physical housing searches with the local agencies. Phone searches do not constitute a housing search for the purposes of meeting the number of required searches.

(8) Submit TLA reimbursement requests to the IPAC TLA representative within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the Service Member must have read and signed the Memorandum For The Record - Acknowledgement of TLA Entitlement Conditions per appendix C. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.

(9) Notify the housing office and the DMO to schedule furniture and HHG shipments within two working days of locating quarters. Delays in notifying these offices may result in a loss of TLA entitlement.

(10) Move into housing at the earliest opportunity. The only authorized delay between locating housing and moving into housing is the time it takes for the agency to prepare the dwelling for occupancy and for the member to arrange for and have furniture delivered, normally three to four working days.

(11) Continue to search for permanent quarters when a residence has been identified for move-in and it has not been inspected by the housing office or the available move-in date is too far into the future that it could not be occupied within 30 days from the first day of TLA entitlement. Do not place a deposit on a unit until it passes inspection. NOTE: Looking at quarters without an inspection is not recommended and is not grounds for approval or extension. Housing agencies should only show residences that are available for immediate occupancy.

(12) When a specific set of government quarters are offered in writing by the housing office or when an off-base residence with an acceptable move-in date is reserved by signing the lease, the member will not be required to continue the housing search. It is important to document all housing searches conducted up to and including the day the quarters are identified. A letter from the housing office stating the member may be assigned quarters shortly (e.g., 60 days) is not considered an assignment to quarters. TLA will terminate at the end of the initial 30 day period under this scenario. The letter should state the "Date Offered", the "Assignment Date" and the "Effective Date" of occupancy of the quarters. The TLA authority will use appropriate discretion in these cases and weigh the costs for DMO, Move-In Housing Allowance, OHA, etc. against the anticipated assignment date beyond 30 days.

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(13) Review additional area with specific guidelines in chapters 2, 3, and 4 of this Order.

Chapter 2

Okinawa

1. Background. Housing on Okinawa is smaller than in CONUS; however, government quarters and local economy housing are often available to arriving members. Commands and members must minimize the use of TLA by utilizing the housing office, attending housing briefs, and aggressively seeking housing, i.e. making every effort to occupy housing as soon as possible.

2. Arrival TLA. The maximum period of TLA upon arrival to locate and move into permanent quarters has been established as:

a. 30 days.

b. Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of dependents. If the member's family members arrive within the initial TLA period (30 days), the member may be authorized TLA for the number of days remaining in the initial 30 day period or 10 days, whichever is greater. For example: If family members arrive on the 28th day of the initial 30 day period, the TLA period would be extended to 37 days to accommodate the greater of 10 days. The member must search for permanent government or local economy housing for family members prior to their arrival. TLA beyond this period may be approved when the reasons are determined to be beyond the member's control.

c. See Chapter 1, paragraph 2.g for cases outside of the initial 30 days involving area clearance.

3. Departure TLA. The maximum period members may be authorized TLA are:

a. Four days when vacating government quarters on Okinawa. The Furnishings Management Office provides departing members loaner furniture prior to departure when government furniture is requested for at least five working days. The Personal Services Center (Camp Foster) and the Loan Closet (Kadena Air Base) also provides cooking amenities upon request. In addition, government contracted cleaning is also provided to members residing in government type family quarters which minimizes the amount of cleaning necessary and reduces the amount of time necessary to remain in temporary lodging prior to departure.

b. Up to 10 days when vacating off-base quarters.

c. An overlap period of two days is provided on departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on-base and off-base quarters.

d. Departure TLA is payable under the following conditions:

(1) Prior to or upon vacating government family quarters or local economy housing immediately leading to departure on PCS orders. The traveler

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must remain in the vicinity of the PDS and must provide both the actual flight departure date and the Effective Date of Detachment (EDD).

(2) When a bona fide single member, with no family members, is authorized to reside in off-base housing, in lieu of available single type quarters and a CNA is provided from billeting.

Chapter 3

MCAS Iwakuni

1. Background. MCAS Iwakuni has unique situations relating to the availability of on-base and off-base housing which affects the amount of time personnel must remain in the TLF. On-base housing is limited due to on-base renovations of quarters. Additionally, members who have designated on-base housing must often wait for the departing member to PCS before they can move into on-base housing.

2. Arrival TLA

a. The maximum period of TLA upon arrival to locate and move into permanent quarters has been established as:

(1) 60 days.

(2) Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of family members. If the member's family members arrive within the initial TLA period (60 days), the member may be authorized TLA for the number of days remaining in the initial period or 10 days, whichever is greater.

3. Departure TLA. The maximum period members may be authorized TLA are:

a. Up to seven days when vacating government quarters on-base.

b. Up to 10 days when vacating off-base quarters.

c. An overlap period of two days is provided on departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on-base and off-base quarters.

d. Departure TLA is payable under the following conditions:

(1) Prior to or upon vacating government family quarters or local economy housing immediately leading to departure on PCS orders. The traveler must remain in the vicinity of the PDS and must provide both the actual flight departure date and the EDD.

(2) When a bona fide single member with no family members is authorized to reside in off-base housing in lieu of available single type quarters and a CNA is provided from billeting.

4. Service Member Actions

a. Report to the Housing Office within two working days after reporting to the PDS, or immediately upon notification of a departure date for PCS, to receive instructions regarding your responsibilities and TLA eligibility. Failure to do so may result in denial of TLA.

b. Conduct an aggressive housing search by viewing at least seven housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. The seven required searches for the initial 10-day period may be waived by the housing office provided members complete the agent tour coordinated through the housing office. All housing searches must be annotated on the TLA Data Sheet per appendix B. Every effort should be made to find suitable housing on a daily basis.

c. Submit TLA reimbursement requests to the MCAS Iwakuni IPAC TLA representative within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the Memorandum For The Record - Acknowledgement of TLA Entitlement Conditions per appendix C and submit in addition to the claim. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.

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Chapter 4

CATC Camp Fuji

1. Background. As the servicing administrative unit, Combined Arms Training Center (CATC), Camp Fuji will provide TLA support to all members reporting to miscellaneous locations in mainland Japan. Marines stationed at Atsugi, Yokosuka, and Yokota will utilize their respective housing offices. CATC Camp Fuji will provide assistance to members stationed in areas not covered by a local DoD housing office.

2. Arrival TLA. The maximum period of TLA upon arrival and prior to moving into permanent quarters has been established as:

a. 30 days.

b. Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of family members. If the member's family members arrive within the initial 30 day TLA period, the member may be authorized TLA for the number of days remaining in the initial period or 10 days, whichever is greater.

3. Departure TLA. The maximum period of TLA upon departure and prior to moving out of permanent quarters has been established as:

a. Up to seven days when vacating government quarters on-base.

b. Up to 10 days when vacating off-base quarters.

c. An overlap period of two days is authorized for departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on-base and off-base quarters.

d. Departure TLA is payable under the following conditions:

(1) Prior to or upon vacating government family quarters or local economy housing immediately leading to departure on PCS orders. The traveler must remain in the vicinity of the PDS and must provide both the actual flight departure date and the EDD.

(2) When a bona fide single member with no family members is authorized to reside in off-base housing in lieu of available single type quarters and a CNA is provided from billeting.

4. Commanding Officer Responsibilities

a. Ensure Marines report to their respective housing office within two working days after reporting to their PDS. If there is not a housing office in the local area, report to their administrative unit within two days after reporting to their PDS. The housing office/administrative unit will identify

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the availability of on-base quarters and, if needed, they will assist the member in the process of locating acceptable housing in the local economy.

5. Service Member Actions

a. Report to the housing office within two working days after reporting to the PDS, or immediately upon notification of a departure date for PCS, to receive instructions regarding your responsibilities and TLA eligibility. Failure to do so may result in denial of TLA.

b. If the Service Member does not have access to a housing office in the local area, he/she will report to respective administrative unit.

c. Conduct an aggressive housing search by viewing at least seven housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. All housing searching must be annotated on the TLA Data Sheet (appendix B). Every effort should be made to find suitable housing on a daily basis.

d. Submit TLA reimbursement requests to the CATC Camp Fuji TLA representative (S-1) within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the Service Member must have read and signed the Memorandum For The Record - Acknowledgement of TLA Entitlement Conditions per appendix C and submit in addition to the claim. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.

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Chapter 5

Definitions

1. Definition of Terms

a. Member with Dependents. In this Order, members who:

(1) Are authorized to have dependents reside at/in the member's OCONUS PDS vicinity, and whose dependents do so reside, or

(2) Are joined by or who acquires dependents while serving outside CONUS, provided the dependents are command-sponsored. The requirement to be command-sponsored does not apply to a member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or

b. Member without Dependents. In this Order, a member without dependents are members who:

(1) Have no dependents, or

(2) Have dependents that do not reside at/in the PDS vicinity, or

(3) Have non-command-sponsored dependents residing at/in the PDS vicinity, or

(4) Does not have legal custody and control of the dependents.

c. Vicinity. In this Order, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if it is a place in an adjacent country or state.

d. Command-sponsored Dependent. In accordance with reference (h), a command-sponsored dependent must be a legal dependent residing with a member at an OCONUS location at which an accompanied dependent tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

e. OCONUS TLA Authority. III MEF Disbursing Officer and his/her designated personnel will function as the delegated OCONUS TLA Authority.

f. Adequate Cooking Facilities. The presence of a stove top, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils is evidence of adequate cooking and eating facilities.

g. Commuting Distance. The Assignment Location Table within Reasonable Commuting Distance on Okinawa can be found in reference (g), enclosure (1).

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h. Government Temporary Lodging Facility. In this Order, adequate official travel government quarters at an installation.

(1) Specifically identified service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's quarters allowance.

(2) Includes guesthouses, except transient visiting officer quarters occupied by official visitors to the installation.

(3) Does not include:

(a) Facilities used primarily for rest and recuperation purposes

(b) Unaccompanied officer and enlisted quarters.

i. Aggressive Housing Search.

(1) Every effort should be made to find suitable housing on a daily basis.

(2) Document all housing searches conducted up to and including the day the quarters are identified.

(3) Area specific daily house searching minimums can be found in this Order.

j. Certificate of Non-availability. Statement from TLF or billeting that includes the following:

(1) Member and TLF/billeting certification that quarters were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the TLF point(s) of contact. The CNA must reflect reservations made under the Service Member's name.

k. Commanding Officer. Commanding officers are at least the battalion-level, or equivalent, unit commanding officer or acting unit commanders. Members serving in a "By direction" status are not authorized to adjudicate as Commanding Officer per this Order.

APPENDIX A

TEMPORARY LODGING ALLOWANCE REQUEST FORM	
1. SERVICE MEMBER IDENTIFICATION:	
Name: _____ RANK: _____ SSN: _____ <small style="margin-left: 100px;">Last First (MI)</small>	
Unit: _____ RUC: _____ Work Phone: _____	
Arrival Date: _____ RTD: _____ Flight Date (dep only): _____	
Type of Tour: (check one) <input type="radio"/> Unaccompanied <input type="radio"/> Accompanied <input type="radio"/> Tour Conversion	
Applicable Personnel: Spouse: _____ Arrival Date: _____ Number of Children: _____ Arrival Date: _____	
Children dates of birth: _____	
TLA REQUEST FOR: <input type="radio"/> MBR+DEPNS <input type="radio"/> MBR Only <input type="radio"/> DEPNS Only	
Does member have an Active Duty Spouse? (check one) Yes <input type="radio"/> No <input type="radio"/>	
Name: _____ RANK: _____ SSN: _____ <small style="margin-left: 100px;">Last First (MI)</small>	
Unit: _____ RUC: _____ Work Phone: _____	
Branch of Service (check one) <input type="radio"/> USMC <input type="radio"/> USN <input type="radio"/> USAF <input type="radio"/> USA	
2. TLA REQUEST DATA/MEMBER'S CERTIFICATION	
Type (check one): <input type="radio"/> Arrival <input type="radio"/> Departure <input type="radio"/> Renovation <input type="radio"/> Other	
History: TLA Began _____ Claim # _____	
Current Periods/Dates: From: _____ To: _____ No. of Days: _____ <small>(Below applies to TAD and leave)</small>	
TAD Periods From: _____ To: _____ Funded or Permissive	
Leave Periods From: _____ To: _____ On-island or Off Island	
HSG Referral Registration Date: _____ HSG Referral Application Date: _____	
Adequate Cooking Facilities Available: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other _____	
Member's Signature: _____ Date: _____	
<u>Penalty Statement:</u>	
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 Title 31, Section 3729) I certify that I have read, understand and adhered to the policy as set forth in III MEF/MCIPACO 7220.1A. The above information is accurate and reflects my attempt to obtain adequate housing.	
3. UNIT CERTIFICATION:	
COMRATS/BAS Start Date: _____ BAQ W/O Dependents Start Date: _____	
Effective Date of Lease: _____ Gov't QTRS Start/Stop Date: _____	
TLA Overlap Dates: From: _____ To: _____ No. of Days: _____	
COLA Start Date: _____ COLA Stop Date: _____	
OHA Start Date: _____ OHA Stop Date: _____	
I have reviewed this TLA request and all supporting documentation is attached. I have counseled the member regarding any claim shortfalls and necessary corrective measure.	
Commander's/Designee's Signature: _____ Date: _____	

PRIVACY ACT STATEMENT	
AUTHORITY:	SUSC 5701, 37 USC 404-427, and EO 9397
PRINCIPAL PURPOSES:	Used for reviewing, approving, accounting, and disbursing for temporary living allowances. SSN is used to maintain a numerical identification system for individual claims.
ROUTINE USES:	To substantiate claims for reimbursement for temporary lodging allowances.
DISCLOSURE:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.
SUBMISSION INSTRUCTIONS	
ARRIVAL:	Submit the following documents with your TLA request form: <ul style="list-style-type: none">a. Completed Record of Housing Search Form (all claims)b. Copy of lodging receipts (all claims)c. Statement of nonavailability of government operated temporary lodging facilities (if applicable)d. Copy of local economy-lease or housing agency reservation form (if applicable)e. Justification for TLA extension request (if applicable)
DEPARTURE:	Submit the following documents with your TLA request form: <ul style="list-style-type: none">a. Copy of lodging receipts (all claims)b. Statement of nonavailability of government operated temporary lodging facility (if applicable)c. AF Form 594 (Assignment/Disposition of Government Quarters) (if applicable)d. Justification for TLA extension request (if applicable)
Remarks:	

APPENDIX C

MEMORANDUM FOR THE RECORD - ACKNOWLEDGEMENT OF TLA ENTITLEMENT CONDITIONS

I hereby acknowledge that I have been advised of and read the below conditions with regard to the entitlement to Temporary Lodging Allowance (TLA). I understand that it is my responsibility to reduce the amount of TLA required by completing all the directions listed in this Order (III MEF/MCIPAC-MCBBO 7220.1A).

a. When Payable: TLA is an earned entitlement used to partially reimburse temporary lodging expenses, payable only when I meet the criteria established by this Order.

b. When Not Payable: TLA will not be paid if at any time my situation can be described by one of the following categories:

(1) No Real Need: If at any time I cannot provide appropriate substantiating documents proving there was a need for me and/or my family members to reside in a TLF.

(2) Diligence: If at any time I cannot provide appropriate substantiating documents proving the delay of establishing/terminating a household was not under my control.

(3) Personal Preference: If at any time I decline a suitable housing offer because I dislike the appearance, size, location, acceptance of pets or any other item based on personal preference.

c. Extensions of TLA: I understand that I must submit for a TLA extension as soon as I am aware of a need for one (see Chapter 1 of this Order).

d. My Responsibilities: I understand that I must do the following:

(1) Register with the Housing Office within two (2) working days upon arrival.

(2) If on base quarters are not available, aggressively seek housing on the local economy with assistance from the Housing Office by physically visiting housing agencies/dwellings. Reasons for denying housing, such as "too small, too far, too old, or too expensive" must be explained in detail; see appendix D.

(3) Submit TLA reimbursement requests within three working days after each 10-day period.

Signature

Date

APPENDIX D

UNACCEPTABLE REASONS FOR REFUSING HOUSING

1. The following list provides some common reasons cited for refusing available housing. These reasons are not acceptable for the purpose of continuing TLA entitlement. This list consists of only the most common unacceptable reasons cited in previous claims; therefore, it is not all encompassing.

- a. Housing not located near a DoD school bus stop.
- b. Housing too far from spouse's place of employment.
- c. Housing is too small. Most local housing is smaller than American homes. The qualifying factor is if the dwelling has an adequate number of bedrooms for the size of the family. Bedroom requirements are detailed below:

<u>Number of Dependents Excluding Spouse</u>	<u>Bedrooms</u>
None	1
One	2
Two, except as follows:	2
One 10 years or older	3
One 6 years or older and the other of the opposite sex	3
Three, except as follows:	3
Two of the three are 10 years or older	4
One is 10 years or older, other two of the opposite sex with one 6 years or older	4
Four, except as follows:	3
One 10 years or older	4
One 6 years or older, other three opposite sex, with one 6 years or older	4
Two 6 years or older, of opposite sex, and other two same sex	4
Two 10 years or older, other two opposite sex, with one 6 years or older	4
Five, except as follows:	4
Two or more 10 years or older	5
One 10 years or older, one 6 years or Older and opposite sex of the other three	5

d. Housing is dirty. The government (on-base) or the landlord (off-base) is required to clean the dwelling to the standard that it will pass the Housing Office's inspection. If the home does not meet cleanliness standards it should be reported to the Housing Office.

e. Housing is too far from the Service Member's place of work. See commuting distance definition.

f. Too noisy. If it is government housing or off-base housing that passed the Housing Office inspection, it is considered adequate.

- g. Parking is available for only one car.
 - h. No pets allowed.
 - i. Building is too old or not safe for children. A building that is not safe for children should immediately be reported to the Housing Office so it can be re-inspected and removed from the list of acceptable housing.
 - j. Too much traffic.
2. If the Housing Office has deemed the housing adequate then TLA entitlement will end the day housing would have been occupied, regardless of the Service Member's decision to accept or refuse the housing. If the Housing Office deems a refused house inadequate, TLA entitlement will be determined by the next housing unit viewed.
3. It is the Service Member's prerogative not to accept housing for any of the listed reasons; however, citing any of the above is not sufficient justification to continue TLA entitlement.

APPENDIX E

SAMPLE FORMAT - REQUEST FOR EXTENSION

From: (Individual Marine, EDIPI and Unit)
To: Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
(Attn: Disbursing Officer, Regional Disbursing Office Pacific)
Via: Commanding Officer, (unit, stop at MSC level, do not route via
CG, III MEF)

Subj: REQUEST FOR EXTENSION OF TEMPORARY LODGING ALLOWANCE ENTITLEMENT FOR
PERIOD (YYYYMMDD-YYYYMMDD)

Ref: (a) III MEF/MCIPAC-MCBBO 7220.1A

Encl: (1) Enclose any correspondence from the Housing Office, Off-base
Housing Agency or DMO that document circumstances which impeded
the occupancy of quarters

1. Per reference (a), I request an extension of my Temporary Lodging Allowance (TLA) entitlement for the following reason(s): (Provide a full explanation of the circumstances that necessitate the continued payment of TLA beyond the established maximum period.)

Arrival: Answer the basic question, "What prevented you from finding and moving into permanent quarters?" or "What prevented you from reporting to the Housing Office within two working days?" Include a detailed account of the efforts taken to locate and move into permanent quarters; whether or not Permissive TAD for house hunting was requested and approved/disapproved; time off granted or excessive overtime required to work, assistance received/not received from the unit and sponsor; search conducted/not conducted within commuting area; factors impeding house hunting efforts such as TAD/deployment/emergency leave (which family members), etc. Also include extraordinary needs of any family member.

Departure: Answer the basic question, "What prevented you from coordinating the movement out of quarters/local economy housing and departing the PDS within the established maximum period? Did you utilize gov't furniture, the loan locker, etc.?"

- a. Arrival or departure date.
- b. Requested period of extension is ___ days.
- c. Total number of days a TLF was needed and utilized: ___.

SIGNATURE

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APPENDIX F

SAMPLE FORMAT - APPEAL REQUEST

From: (Individual Marine, EDIPI and Unit)
To: Commanding General, Marine Corps Installations Pacific
(Attn: G-1, Marine Corps Installations Pacific-MCB Camp Butler)
Via: (1) Commanding Officer, (unit, stop at MSC level, do not route via CG,
III MEF)
(2) Disbursing Officer, Regional Disbursing Office - Pacific
Subj: REQUEST APPEAL TO DENIAL OF TEMPORARY LODGING ALLOWANCE ENTITLEMENT
Ref: (a) III MEF/MCIPAC-MCBBO 7220.1A
Encl: (1) Enclose any correspondence from the Housing Office,
off-base Housing Agency or DMO that document circumstances under
which appeal should be granted

1. Per reference (a), I respectfully request an appeal to the denial letter I receive on DD MMM YYYY.

2. My TLA/extension request was denied by the III MEF Disbursing Officer because (explain why the request was denied).

3. Explain why your request should have been approved. If new substantiating documentation is now available, explain why they were not originally submitted. Additionally, include the date you first received them.

a. Arrival or departure date

b. Requested period of extension is ____ days.

c. Total number of days a TLF was needed and utilized: __.

SIGNATURE